



Department of Natural Resources
REQUEST FOR PROPOSALS (RFP)

Issue Date: June 17, 2016

**Cypress Branch State Park
Historic Homestead
Millington, Maryland**

NOTICE

A Prospective Offeror that has received this document from the Department's website or <https://emaryland.buyspeed.com/bsol/>, or that has received this document from a source other than the Procurement Officer, and that wishes to assure receipt of any changes or additional materials related to this RFP, should immediately contact Kevin.chesley@maryland.gov and provide the Prospective Offeror's name and mailing address so that any addenda to the RFP or other communications can be sent to the Prospective Offeror.

Minority Business Enterprises Are Encouraged to Respond to this Solicitation

**STATE OF MARYLAND ~ Department of Natural Resources
Cypress Branch State Park**

RFP KEY INFORMATION SUMMARY SHEET

RFP Issue Date: 6/17/16

RFP Issuing Officer: Kevin Chesley
Debbie Cooper, Park Manager

Contract Monitor: Kevin Chesley
Kevin.chesley@maryland.gov
Debbie.cooper@maryland.gov

Proposals are to be sent to: The Proposals must be presented in two separate sealed envelopes, one envelope shall be clearly marked “Technical Proposal”, the second envelope shall be clearly marked “Price Proposal”. When using the US Postal service to present your bid package, please allow sufficient mail time for prompt delivery.

Proposals are to be delivered to:
Kevin Chesley
Maryland Dept. of Natural Resources
580 Taylor Avenue
Tawes State Office Bldg., C-4

Pre-Proposal Conference: Wednesday, July 13, 2016 2:00pm – 4:00pm at
10701 Galena Road
Millington, Maryland 21651

***Please contact Debbie.cooper@maryland.gov to state your intent of attending this opportunity to view the property.

Proposal Due Date and Time: July 29, 2016 @ 3:00pm. Local Time Please note, late proposals will not be accepted. Electronic responses will not be accepted

To receive a copy of the Property Briefing, contact Debbie.cooper@maryland.gov .

**STATE OF MARYLAND
NOTICE TO VENDORS**

In order to help us improve the quality of State solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this Contract, please email or fax this completed form to the attention of the Kevin.chesley@maryland.gov (see Key Information Sheet below for contact information).

Title: Cypress Branch State Park, Historic Homestead

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

- ☐ Other commitments preclude our participation at this time.
- ☐ The subject of the solicitation is not something we ordinarily provide.
- ☐ We are inexperienced in the work/commodities required.
- ☐ Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- ☐ The scope of work is beyond our present capacity.
- ☐ Doing business with the State of Maryland is simply too complicated. (Explain in REMARKS section.)
- ☐ We cannot be competitive. (Explain in REMARKS section.)
- ☐ Time allotted for completion of the Bid/Proposal is insufficient.
- ☐ Start-up time is insufficient.
- ☐ Bonding/Insurance requirements are restrictive. (Explain in REMARKS section.)
- ☐ Bid/Proposal requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- ☐ MBE or VSBE requirements. (Explain in REMARKS section.)
- ☐ Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- ☐ Payment schedule too slow.
- ☐ Other: _____

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.).

REMARKS:

Vendor Name: _____ Date: _____

Contact Person: _____ Phone (____) ____ - _____

Address: _____

E-mail Address: _____



CYPRESS BRANCH STATE PARK

**Historic Homestead—Request For Proposal
Millington, Maryland**

Cypress Branch at a Glance

Facility: *Cypress Branch Homestead*

Address: 10703 Galena Road,
Millington, MD 21651

Number of Rooms: 14 Rooms

Number of Restrooms: 5 Restrooms

Acreage: Approximately 3 Acres



Executive Summary



The purpose of this Request for Proposal is to determine interest in a long-term lease to use the Historic Cypress Branch Homestead for conservation, agricultural, commercial, education or recreational purposes consistent with the mission of the Maryland Department of Natural Resources. The location of the

property, its rich history and the excellent condition of the building and associated improvements make this facility a viable option for a bed and breakfast, wedding and special event venue, intimate conference facility or a commercial educational center. The surrounding 300 acre Cypress Branch State Park offers a quiet protective buffer to this striking building and three acres of land, pond and outbuildings.



Property Briefing

Cypress Branch State Park c/o Tuckahoe State Park

13070 Crouse Mill Road Queen Anne, MD 21657 410-820-1668



Cypress Branch State Park - Request for Proposal

Information about the Cypress Branch Homestead

The **Cypress Branch Homestead** is a three-story farmhouse. The original structure (circa 1790) is noted by the Maryland Historical Trust due to its historic significance. There have been several additions to the original farmhouse and currently it stands with over 5,000 square feet of floor space. The building has a large kitchen with commercial style stoves and refrigeration. A large room adjacent to the kitchen would provide for ample seating for a large dining party. There is a large bedroom suite on the main floor with a private bath with garden tub, shower and large walk-in closet. Three other bedrooms are found on the second and third floor with two additional restrooms. Other rooms include a living room, dining alcove, study and utility rooms. There is a basement under a major portion of the house. The building is heated and cooled through a combination of systems, including hot water baseboards, heat pumps and air conditioning throughout.



A two story guest house (approximately 1,600 square feet)

with 5 rooms and a small bath is located close to the homestead and is included in the proposal.

The guest house has two bedrooms and a galley type kitchen and main dining/living rooms on the first floor. A large porch overlooks the adjacent six acre pond.





Cypress Branch State Park—Request for Proposal

A two and a half car garage (approximately 1,000 square feet), located near the house includes a large shop area and two bay doors. The driveway and parking areas near the house and garage are paved.



The grounds area includes a large patio, in-ground pool and attached hot tub. The property covers approximately three acres and is located adjacent to a six acre pond. (The tenant will have access to the pond for recreational uses) The pond will be retained for public use as part of the future State Park.



Information on Cypress Branch State Park

Cypress Branch State Park which is currently managed as a Natural Resources Management Area was purchased by the State of Maryland in 2014 and assigned to the Maryland Park Service. The 274 acre parcel was purchased from Fred and Mary Wick who lived in the main house and operated Quail Run Nursery on the surrounding acreage. Additional acreage owned by the Maryland Department of Natural Resources was added to the park in 2015. Today, the State Park consists of 332 acres of cropland, ponds, marshes and forested areas.



Cypress Branch State Park—Request for Proposal

Procedure for Development of the Request for Proposal

The State of Maryland, acting through the Maryland Department of Natural Resources (DNR) Maryland Park Service, is soliciting expressions of interest for the lease of improved real property located in Millington, Maryland. The lease would be for a three acre portion of what is known as the Cypress Branch State Park. The future tenant shall operate and manage the premises for conservation, agricultural, commercial, educational and/or recreational purposes and in seamless concert with the Maryland Park Service's recreational and natural resource objectives for the overall property. The term of the lease or operational agreement will likely be a term of ten years (negotiable) with potential renewal options subject to approval by mutual agreement of the tenant and the Maryland Park Service. MPS will consider the expressions of interest and use the best ideas to inform decisions on how to proceed with managing the property. This effort is to ensure the best ideas are brought forward from the community and ensure transparency and public opportunity to arrive at the future management of the site.

The premises offered under this RFP comprise approximately three acres, as shown in Attachment A. The exact acreage of the premises is subject to a survey. The improvements on the premises are previously noted.

Proposal

The interested party shall submit a proposal addressing the criteria of this RFP.

Evaluation

An Evaluation Committee consisting of representatives from the Maryland Department of Natural Resources and other state agencies will evaluate the proposals. The Committee will conduct the evaluation in accordance with the criteria stated in this RFP.

Basis for Selection

An interested party may be an individual, sole proprietorship, partnership, corporation, not-for-profit organization, cooperative, limited liability company or other legal entity. The basis of selection will not turn on the form of business ownership but upon the ideas which present a proposal that is most advantageous to the State and meets the natural resources and stewardship goals of the Maryland Park Service



Cypress Branch State Park—Request for Proposal

PROPOSAL INFORMATION

Issuing Office

Assistant Secretary Daryl Anthony
c/o Kevin Chesley
Maryland Department of Natural Resources
580 Taylor Avenue, C-4
Annapolis, MD 21401
(410) 260-8103
E-mail: kevin.chesley@maryland.gov

The sole point of contact in the State for the purpose of this RFP is the Issuing Office.

Pre-Proposal Conference

A tour will be conducted at Cypress Branch State Park on July 13th from 2-4 p.m. All prospective interested parties are encouraged to attend.

Written Questions

The Issuing Officer will accept written questions from prospective interested parties prior to the pre-proposal conference. No substantive question will be answered prior to the pre-proposal conference. Questions may be submitted by mail or, preferably, by e-mail to the Issuing Officer. Questions, both oral and written, will also be accepted from prospective Offerors attending the Pre-Proposal Conference. If possible and appropriate, these questions will be answered at the Pre-Proposal Conference.

Questions will also be accepted subsequent to the Pre-Proposal Conference and should be submitted in a timely manner prior to the proposal due to the Issuing Officer¹. Answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors who are known to have received a copy of the RFP.

Amendments to the RFP

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be provided to all prospective interested parties who were sent this RFP or otherwise are known by the Issuing Officer to have obtained this RFP. Amendments made after the due date for proposals will be sent only to those interested parties who submitted timely proposals.



Cypress Branch State Park—Request for Proposal

Cancellation of the RFP

The State reserves the right to cancel this RFP to serve the best interests of the State of Maryland.

Proposal Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the suggested plan to meet the requirements of this RFP.

Neither multiple nor alternate proposals will be accepted.

Proposal Submission* Please see Key Information Sheet for details.

Sealed proposals are due to the Issuing Officer, Kevin Chesley on July 29, 2016 at 3:00 PM

Interested parties should give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland. Offerors are advised that, upon request for this information from a third party, DNR's Public Information Act officer is required to make an independent determination as to whether the information may be disclosed.



Location Map of Cypress Branch State Park.



Cypress Branch State Park—Request for Proposal



Cypress Branch Homestead Leased Area Highlighted (Approximately three acres) EXHIBIT A